

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard MWR NAF PD										<input checked="" type="checkbox"/> New <input type="checkbox"/> Other										<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field																				6. OPM Certification No.																													
										7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																							
										<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
										10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																													
										<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive										14. Agency Use NAF																													
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Bowling Equipment Repairer										NA										4819										07										SW										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM FWS JGS Bowling Equipment Repairing																																																	
S. J. NEW																				4819 TS-35 Dec 71																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Bowling Equipment Repairer **POSITION NUMBER** 01-0056

JOB SERIES: 4819 **PAY LEVEL:** NA-7

Summary of Duties: Installs, repairs, overhauls, and regularly inspects bowling facility electrical, mechanical, and computerized equipment to include automatic pinsetter, automatic ball returns, speed cradle stops, telescope units, automatic ball cleaners, and hole borers.

Disassembles and replaces or repairs mechanical and electrical components or parts using soldering irons, wrenches, pliers, screwdrivers, and other hand tools. Cleans and lubricates machines. Measures and regulates sweep of rake on automatic pinsetters using hand tools and gauges. Runs automatic pinsetter through complete cycle and inspects for pinsetting accuracy. Maintains required records and reports; initiates requests for spare parts, supplies, hand equipment; and performs general housekeeping tasks to ensure proper standard of appearance, cleanliness, and safety of assigned spaces.

May establish regularly scheduled maintenance programs to include cleaning bowling machine, ball cleaning machine, lane machine, pin cleaning, and rotation equipment. May perform other mechanical and electrical work to bowling facility. May drill and repair bowling balls.

Performs other related duties as assigned.

Skills and Knowledge: Must have knowledge of mechanical and electrical/electronic principles and operating characteristics of bowling equipment. Must have knowledge of parts, components, and assemblies of bowling equipment. Ability to know how these parts are installed, and work together. Must have ability to locate malfunctions through visual, operational, audio, and standard test equipment checks. Must have ability to read and understand schematics, wiring diagrams, block diagrams, and manufacturer's service manuals.

Responsibility: Completes work assignments without direction. Incumbent selects tools, decides on the method and techniques to use, and carries out assignments independently. Obtains standard parts by looking-up replacement information in parts manual. Supervisor checks work to see it is completed in a timely manner and equipment is operating properly.

Physical Effort: Frequently lifts and carries parts and assemblies weighing up to 40 pounds. Occasionally may push or pull larger assemblies weighing up to 100 pounds. Frequently bends, climbs, reaches, stoops, stands and works in awkward positions.

Working Conditions: Works indoors in adequately heated and lighted areas. Exposed to loud noises, dust, grease, chemical solvents, and possibility of cuts, abrasions, and electrical shock.